



United States Bankruptcy Court Western District of Washington



Audio Recording of Court Proceedings Order Form

Note: You are ordering a recording of a hearing, not a transcript. All official court transcripts must be ordered through our transcription service, *Ahearn & Associates, Inc.*, at 206 405-3812.

You Can Also Request an Audio Recording of Court Proceedings via ECF:

1. In ECF, click on the Bankruptcy menu followed by Other
2. In the list of events, select the entry titled Audio CD Request
3. Complete the prompts as appropriate
4. Make a credit card payment when prompted (\$26.00 per CD)

Ordering Party: Name, Address, and Telephone Number

Name _____
Firm _____
Address _____
City, State, Zip _____
Phone _____
Email _____

Debtor(s) Name:

Case Number:

☐ Bankruptcy ☐ Adversary

Presiding Judge _____

Hearing Information (A separate form must be completed for **each** hearing date requested.)

Date of Hearing: _____ Time of Hearing: _____

Digital Audio Format

Audio CDs are produced in MP2 format and are compatible with most computer-based media players, such as Windows Media Player.

Cost

The cost for one compact disc (CD) is \$26.00, the fee prescribed by the Judicial Conference of the United States. A fee of \$26.00 is required for each audio CD before an audio request may be processed. Audio requests are ordinarily completed within two business days from receipt of the fee. For same day service, please notify clerk when ordering. The ordering party will be notified by telephone or email when the audio request is ready.

Signature of Ordering Party:

_____ Date: _____

By signing, I certify that I will pay all charges
upon completion of the audio recording request.

CD Created By:

_____ Date: _____

Mail Orders: Please send your check/money order along with this form to:

Seattle Cases: United States Courthouse
700 Stewart Street
Room 6301
Seattle, WA 98101

Tacoma Cases: Union Station
1717 Pacific Avenue
Suite 2100
Tacoma, WA 98402